

## **MANSFIELD TOWNSHIP COMMITTEE MEETING**

**April 27, 2022**

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Farino, Mr. Hayes, Mayor Watters

Salute to the flag was done by all.

### **MAYORAL PROCLAMATIONS**

Older Americans' Month – Mrs. Orlando read the proclamation declaring May as Older Americans' Month.

Professional Municipal Clerks' Week – Mayor Watters read aloud the proclamation declaring the week of May 1 – May 7, 2022, to show appreciation to Municipal Clerk Monica Orlando and Deputy Clerk Leigh Raffaele.

### **PUBLIC PORTION – CONSENT AGENDA ITEMS**

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda Items.

Seeing none, the Public Portion for Consent Agenda Items was closed.

### **CLERK'S REPORT**

Mrs. Orlando reported:

New Zoning Officer – Tom Silvia will meet with the Committee this evening in Executive Session.

### **CFO REPORT**

Mrs. Mollineaux reported:

On tonight's agenda:

2<sup>nd</sup> Reading of Ordinance to Exceed the Municipal Budget Appropriations Limits and to Establish a Cap Bank

1<sup>st</sup> Reading of Capital Ordinance for Recreation Pole Barn

## **EMPLOYEES' REPORTS**

Mrs. Fascenelli reported:

Flea Market – Thirty-two (32) sellers are registered – 17 outside, 15 inside the DPW Garage. All advertising has been done free of charge on WRNJ, newspapers, and social media. She asked if any of the Committee wanted to help, or come see what's available; there are a variety of items for sale.

Mansfield Twp 250 Anniversary Mugs and Glasses – We have 84 glasses and 11 mugs. Mrs. Fascenelli asked the Committee if they wanted them for the Mt. Bethel Community Center or if she should offer them for a donation at the flea market. Committee agreed for donations, all monies donated will go into the Township Surplus.

Flowering Plants – Since there are so many Clivia plants in the Municipal Building foyer, Mrs. Fascenelli asked if the three small plants could be offered at the flea market for a donation. Committee agreed.

Tonnage Grant – Four (4) reports have been submitted yesterday. We need to work on increasing the tonnage report. Mrs. Fascenelli will do that and has until June to resubmit.

## **ENGINEER'S REPORT**

Mrs. Mora Dillon was present during this portion of the meeting.

Mr. Quamme reported:

2023 NJDOT Grant – Application for Snyder Road must be received by July 1<sup>st</sup>. Mr. Quamme will coordinate with Mrs. Orlando on a resolution.

Stormwater Permit – The engineers are continuing the time-consuming location work mapping and gathering written data requiring a lot of coordination between them and the Township.

Janes Chapel Road Local Aid Project – Construction was on hold until Elizabethtown Gas completed the main distribution line. They hope completion will be the end of next week. Notice to proceed for Southstate to begin road construction will be the end of this week.

Other Roads – There are limitations with the work the Co-Op can do like no drainage or traffic control. They can do millings and overlay. After the budge is approved, Mr. Quamme will look at the roads with the DPW.

Mt. Bethel Community Center – Stormwater report and site drawings from EL&P have been received and Mr. Quamme is reviewing those plans. Bid requests cannot go out until it's all

complete. The front-end specs and technical specs have to be worked out. Also need the septic approval from the Warren Cty. Health Dept. as a component to the bid. Ecclectic is working on the building plans. Things are not moving forward even though Mr. Quamme has been pushing them. The engineering office suggests to do both the building and parking lot together. Mr. Quamme wants a Cost Estimate for the site plan so the Committee knows the costs. Committee requested doing the building first and then the parking lot instead of waiting longer to do both together. Mr. Quamme will look into the cost effectiveness of lump sum or itemized bids.

Municipal Aid – Heiser Road is approved for final grant payment. Airport Road is still being worked on.

## **ORDINANCES**

### **Second Reading**

Mr. Hayes made a motion to approve Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank, which was seconded by Mr. Farino.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Ayes: Mr. Farino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness

Abstain: None

**TOWNSHIP OF MANSFIELD  
CALENDAR YEAR 2022  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION  
LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Township Committee of the Township of Mansfield, in the County of Warren, finds it advisable and necessary to increase its CY 2022 Budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Township Committee hereby determine that a 3.5% increase in the budget for said year, amounting to \$51,814.61 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the Township Committee hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 budget year, the final appropriations of the Township of Mansfield shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$181,350.69, and that the CY 2022 municipal budget for the Township of Mansfield be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

### **First Reading**

Mrs. Mora Dillon made a motion to approve the first reading of Ordinance Appropriating \$175,000.00 for the Construction of a Recreation Pole Barn which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness

Abstain: None

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,  
STATE OF NEW JERSEY APPROPRIATING \$175,000.00 FOR THE CONSTRUCTION  
OF A RECREATION POLE BARN

**WHEREAS**, there is a need to construct a Recreation Pole Barn for use by the different recreation programs in Mansfield Township; and

**WHEREAS**, the Township of Mansfield applied for and received a Local Recreation Improvement Grant from the State of New Jersey in the amount of \$50,000;

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Mansfield,

County of Warren, State of New Jersey as follows:

1. The amount of \$50,000.00 is hereby appropriated from the State of New Jersey Local Recreation Improvement Grant and \$125,000.00 from the Open Space Trust fund
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

**CONSENT AGENDA**

Each of the following resolutions A – E were presented before the Township Committee at the April 27, 2022, meeting and have the unanimous approval of all the members of the Township Committee, with the same legal effect as though each was read in its entirety at the April 27, 2022, meeting and adopted by separate vote.

Motion by Mr. Hayes, second by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness

Abstain: None

REFUND OF OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

***Be It Resolved,***

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, Ronetco Supermarkets issued checks in 2017 and 2018 for Outside Employment of Off-Duty Police (quasi-public matters) account with The Township of Mansfield, County of Warren; and

**WHEREAS**, there is a remaining balance of \$ 703.00 in their account.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Finance Office be authorized to refund the amount of \$ 703.00 to Ronetco Supermarkets.

REFUND OF OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

***Be It Resolved,***

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, Henkels & McCoy, Inc. issued checks in 2018 for Outside Employment of Off-Duty

Police (quasi-public matters) account with The Township of Mansfield, County of Warren; and **WHEREAS**, there is a remaining balance of \$ 1,930.50 in their account.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Finance Office be authorized to refund the amount of \$ 1,930.50 to Henkels & McCoy, Inc.

Authorizing Contract Increase Professional Services – Municipal Conflict Attorney

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, there exists a need for the service of a Municipal Conflict Attorney in the Township of Mansfield for legal services and advice to the Mayor and Township Committee; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The agreement with the law office of Schenck, Price, Smith & King, LLP is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a firm authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield
2. This contract shall be for an additional \$ 5,000.00.

Authorizing Bill Payments

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and

**WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

PREPAID LIST
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CURRENT	\$93531.35
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$76.77
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
<b>TOTAL</b>	<b>\$93,608.12</b>

<b>BILLS LIST</b>	
CURRENT	\$1,911,882.77
CAPITAL	\$12,745.00
TRUST	\$
DOG	\$
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$2,633.50
FORF ASSETS	\$
<b>TOTAL</b>	<b>\$1,927,261.27</b>

**COMMITTEE COMMENTS**

Fire Department PEOSHA – Mr. Hayes and Mr. McGuinness went to the fire houses to make sure they were compliant.

Caffareta Park – Mrs. Mora Dillon reported Paul Tarlowe, Environmental Commission Chair, asked if he can repurpose the bricks at the park. He wants to use them to surround the Salem oak tree. The bricks were from years ago when the Girl Scouts put them around new seedlings. She thanked him for beautifying the park.

**PUBLIC PORTION**

Mayor Watters opened the Public Portion of the meeting for comments; seeing none, the public portion was closed.

**EXECUTIVE SESSION**

Mayor Watters announced moving into Executive Session at 7:55 pm

Mr. Hayes made a motion to go into Executive Session at 7:55 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness

Abstain: None

Mr. Lavery stated the Executive Session discussion will include:

- DPW personnel matter
- Two personnel matters

- Two contractual matters
- One real estate
- One zoning matter

### **RETURN FROM EXECUTIVE SESSION**

Return from Executive Session at 9:26 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mrs. Mora Dillon.

Roll Call: Mr. Farino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Mr. Lavery announced the return from Executive Session at 9:26 pm where they discussed:

- Personnel matter dealing with DPW
- Personnel matter dealing with the Court
- Personnel matter dealing with the Deputy Clerk
- Contractual matter dealing with the Rescue Squad
- Personnel matter dealing with Police
- Personnel matter dealing with Zoning Official

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Lavery requested a motion to hire a part-time court employee.

Mr. Hayes made a motion to hire a part-time court employee, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness

Abstain: None

Mr. Lavery requested a motion for the attorney to authorize the offer made in Executive Session.

Mr. Hayes made a motion to authorize the offer made in Executive Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. McGuinness  
Abstain: None

Mr. Hayes made a motion to adjourn at 9:28 pm, carried unanimously.

Respectfully submitted,  
Illena Raffaele  
Deputy Clerk/Registrar